# Child and Adult Care Food Program (CACFP)

iCAN Claims



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#### Reimbursement

Based Upon Eligibility of Family

 Below Specific Income Guidelines Free or Reduced Price

New Income Eligibility Guideline Rates July 1st Each Year

Effective for 1 Year

Determine Rate

- Family Must Complete Free and Reduced-Price Meal Application
- Families Who Do Not Complete an Application or Do Not Qualify Reimbursed at the Base (Paid) Rate
- Some Sites Automatically Qualify Head Start Sites Emergency Shelters At-Risk After School Programs

Information Must be Maintained Confidentially

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### **Eligibility Rosters**

List of Children Enrolled Includes:

- First and Last Name
- Eligibility Category
- Date Eligibility Expires

Needs to be Completed/Updated/Reviewed

- Application is Approved/Denied
- Monthly

Maintained Confidentially

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Suggestions for Completing the Claim	
for Reimbursement	
End of Month – Update Eligibility Roster	
Collect Meal Counts from Each Classroom/Site	
Separate Meal Count Records - Group by Site	
Submit Separate Claim for Each Site (building)	
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Suggestions for Completing the Claim	
for Reimbursement (Continued)	
Check for:  One Month on Each Meal Count Sheet	
Only Three Meals (One Must be a Snack) per Child per Day Black Out Extra Meals Marked	
Use Eligibility Roster:	
• Using 2 Different Colored Highlighters – Highlight Counts by	
Category e.g. Free One Color; Paid Another Color	
Highlight Two Smallest Groups – Leave Largest Group Un-Highlighted  Maintain Confidentiality of Eligibility Categories	
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Suggestions for Completing the Claim for	
Suggestions for Completing the Claim for	
Reimbursement (Continued)	
Carefully Add Totals for Meals	
Combine Daily Totals to Determine Monthly Totals	
Have Second Person Check Your Work	
Transfer Totals by Category to Claim	
Submit Claim by 10 <sup>th</sup> of Month	
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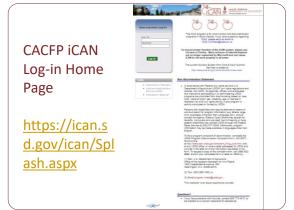
## Suggestions for Completing the Claim for Reimbursement (Continued)

Claims After the 10th Not Paid on Time

60 <u>Calendar</u> Days to submit <u>ALL</u> claims and revisions
Or the next business day, if the 60th day falls on a Saturday, Sunday, or Federal holiday.

If your agency misses the 60-day deadline, you may submit a One-Time Exception request. However, the CANS office can only approve once every 36 months. Your agency must be able to provide justification as to why the deadline was missed.

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#### **Record Keeping**

Save ALL Records to Support the Claim

- Meal Counts
- Rosters
- Worksheets to Show Math
- Etc.
- 3 Previous Years Plus the Current Year

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**Contact Child and Adult Nutrition Services** 

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